

Fundamentals of Student Management Processes Training

Student Basics - <https://youtu.be/keVqV-hvXHE?si=Gyp5Cv88a3J4yA2H&t=3690>

Stop at 1:20:25

Attendance Basics - <https://www.youtube.com/watch?v=nQUCn7K7dql>

Below are the topics in the PDC lesson.

Lesson 1: Students and Families

- ~~New Student to District – Registrars Only~~
- ~~Enroll New Student – Simulation Registrars Only~~
- [Families to Student](#)
- [Families to Student - Simulation](#)
- [Attach Address to Family](#)
- [Attach Address to Family - Simulation](#)
- [Update Address](#)
- [Separate Parent/Guardian](#)
- [Separate Parent/Guardian - Simulation](#)
- [Parent/Guardian Order](#)
- [Family Sort Order](#)
- [Family Scenarios](#)
- [Student Mailing Labels](#)

• **Lesson 2: Student Information**

- [General Profile](#)
- [Emergency Contacts](#)
- [Emergency Contacts - Simulation](#)
- [Student Alerts](#) – Continuation of Splitting family ends at 1:16:55
- [Student Alerts - Simulation](#)

- **Lesson 3: Student Enrollment – Skip for now – Registrars Only**

Checklist of Video

Topic	
Update Phone Number	
Add Student Email/Phone Number	
Enrollment History	
Alias	
Separating Family	
Reorder Family	
Adding an Alert	
Special Programs	
Audit History	